

Date

ROUTING AND TRANSMITTAL SLIP

| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
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| 1. | EO/DDA | <i>EO</i> | 6 Feb |
| 2. | ADDA | <i>[Signature]</i> | 7 FEB 1985 |
| 3. | DDA | <i>[Signature]</i> | 8 FEB 1985 |
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| Action | File | Note and Return |
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| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| | Phone No. |

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OPTIONAL FORM 41 (Rev. 7-76)

☆ GPO : 1983 O - 381-529 (301)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

Sanitized Copy Approved for Release 2011/03/25 : CIA-RDP88G00186R000400390080-2
EXECUTIVE SECRETARIAT
ROUTING SLIP

Date 6 Feb 1985

| TO: | | ACTION | INFO | DATE | INITIAL |
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| 1 | DCI | | X | | |
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| 6 | DDA | | X | | |
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| 8 | DDS&T | | | | |
| 9 | Chm/NIC | | | | |
| 10 | GC | | | | |
| 11 | IG | | | | |
| 12 | Compt | | | | |
| 13 | D/Pers | | X | | |
| 14 | D/OLL | | | | |
| 15 | D/PAO | | X | | |
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SUSPENSE

Date

Remarks

Executive Secretary
6 Feb 85

Date

3637 (10-81)

| | | | |
|---|----------------------|------------------|------|
| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
| 1. Director of Personnel | | | |
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| Approval | For Clearance | Per Conversation | |
| As Requested | For Correction | Prepare Reply | |
| Circulate | For Your Information | See Me | |
| Comment | Investigate | Signature | |
| Coordination | Justify | | |

REMARKS

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| Room No. - Bldg. | Phone No. |
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☆ GPO : 1983 O - 381-529 (301)

Prescribed by GSA
FPMR (41 CFR) 101-11.606



DD/A Registry

85-0417/1

Executive Registry

85- 569/1

Interagency Savings Bonds Circular

OFFICE OF THE CHAIRMAN

WASHINGTON, DC 20226

January 31, 1985

Committee Circular No. 85-4

TO: Interagency Savings Bonds Committee, Alternate Committee
Members and Agency Savings Bonds Coordinators

SUBJECT: 1985 Interagency Savings Bonds Campaign

The 1985 Federal Savings Bonds Campaign will officially commence on February 21, 1985 with a rally at the Departmental Auditorium in Washington, D.C. Specific details regarding this kick-off rally will be transmitted to you at a later date.

Campaigns within each department and agency of the Federal Government should begin on or after March 1. Each campaign should be approximately one month in duration and all campaigns should be concluded by May 31.

Successful campaigns result from sound planning. Begin now to plan your campaign. By following the steps listed below you will ensure maximum results from your efforts. Robert Sweeney or Kenneth Knapp from the Treasury Department's Savings Bonds Division will be contacting you shortly to assist you in all phases of your campaign. Mr. Sweeney can be reached on 634-5385 and Mr. Knapp on 634-5347.

Steps to Successful Campaign

1. Formulate a campaign timetable to incorporate the next seven steps and during which each employee will be personally invited by a canvasser to join the Payroll Savings Program for U. S. Savings Bonds or to increase an already existing allotment.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

DCI
EXEC
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2. Establish an organization of canvassers for both headquarters and field locations. This can be accomplished through a memorandum from the head of your department or agency indicating his or her support for the Savings Bonds Program and directing the head of each division, bureau and field location to select Savings Bonds Chairperson for his or her respective organization. Their names and telephone number should be forwarded to the department or agency-wide Savings Bonds Coordinator. These chairpersons should then select canvassers at each location to be responsible for personally contacting approximately 20 employees. A sample memorandum is provided in Attachment 1.
3. Order campaign promotional materials from the Savings Bonds Division. To ensure timely receipt and distribution of these materials all orders should be placed by February 28, 1985. Instructions for ordering materials as well as an order form are contained in Attachment 2.
4. Announce the dates of the campaign with a letter from the head of your department or agency to all employees emphasizing his or her support for the Savings Bonds Program. Sample letters are provided in Attachment 3.
5. Publicize your campaign through posters, newsletters and other in-house organs.
6. Conduct canvasser orientation meetings to instruct them on their duties and to inform them of the many benefits of purchasing Savings Bonds. Arrangements should be made to have a representative of the Savings Bonds Division present to assist with the meeting.
7. Submit progress reports for your department or agency's mid-campaign and final results. These reports enable us to assess the progress and results of the 1985 Federal Savings Bonds Campaign. The final campaign report should include a breakdown of campaign statistics for each location (city and state) with 100 or more employees. For smaller locations, this information should be consolidated in one category and labeled "units under 100." These reports have been cleared in accordance with FPMR 101-11.11 and assigned Interagency Report Control Number 1421-TD-XX. Report forms are contained in Attachment 4.

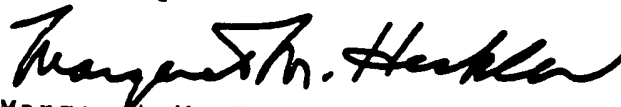
Completed reports should be sent to:

Interagency Savings Bonds Committee
Office of the Chairman
Washington, D.C. 20226

8. Request awards in accordance with the guidelines outlined in Attachment 5. All requests for awards referred to in this Circular must first be forwarded to your Alternate Committee Member who will, upon approval, send them to Mr. Robert J. Sweeney, Director, Federal Savings Bonds Program, Department of the Treasury, U. S. Savings Bonds Division, Washington, D.C. 20226.

Thank you for your cooperation and support.

Sincerely,

A handwritten signature in cursive script, reading "Margaret M. Heckler".

Margaret M. Heckler
Secretary, Department of Health
and Human Services
Chairwoman, Interagency Savings
Bonds Committee

ROUTING AND TRANSMITTAL SLIP

2/4/85

EXECUTIVE SECRETARIAT

ROUTING SLIP

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|---|----------------------|------------------|------|
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| 1. D/PERSONNEL | | | |
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| Action | File | Note and Return | |
| Approval | For Clearance | Per Conversation | |
| As Requested | For Correction | Prepare Reply | |
| Circulate | For Your Information | See Me | |
| Comment | Investigate | Signature | |
| Coordination | Justify | | |

REMARKS

#1 - FOR ACTION

(PLS PREPARE RECOMMENDATION FOR DDA'S
SIGNATURE AS TO DCI'S ATTENDANCE,
ADDRESSED TO)

SUSPENSE: 14 FEBRUARY 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

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| | Room No.—Bldg. |
| | Phone No. |

FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO: 1983 O - 255-545 (10-22)

| TO: | | ACTION | INFO | DATE | INITIAL |
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| 1 | DCI | | X | | |
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| 4 | D/ICS | | | | |
| 5 | DDI | | | | |
| 6 | DDA | X | | | |
| 7 | DDO | | | | |
| 8 | DDS&T | | | | |
| 9 | Chm/NIC | | | | |
| 10 | GC | | | | |
| 11 | IG | | | | |
| 12 | Compt | | | | |
| 13 | D/Pers | | X | | |
| 14 | D/OLL | | | | |
| 15 | D/PAO | | X | | |
| 16 | SA/IA | | | | |
| 17 | AO/DCI | | | | |
| 18 | C/IPD/OIS | | | | |
| 19 | NIO | | | | |
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| 22 | | | | | |

SUSPENSE

Date

Remarks

TO # 6: Please provide recommendation
as to DCI's attendance, to

Executive Secretary

1 Feb 85

Date

3637 (10-81)

DDA SUBJECT FILE COPY

98-0417

Executive Registry

85- 446

AD, A. H. H. H. H.

85-0417



Interagency Savings Bonds Committee

OFFICE OF THE CHAIRMAN

January 31, 1985

WASHINGTON, DC 20226

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20205

Dear Mr. Casey:

It is my pleasure to invite you to attend the 1985 Federal Savings Bonds Campaign Kickoff on Thursday, February 21, 1985. This event, marking the beginning of the 1985 Savings Bonds Campaign for employees of the Federal Government and members of the military services, will be held at the Departmental Auditorium on Constitution Avenue between 12th and 14th Streets, N.W., opposite the National Museum of American History.

As in the past, we will be joined by a celebrity who will serve as the 1985 Honorary Chairperson.

Refreshments will be served at a Reception in Conference Room B at 9:45 a.m. Please use the driveway on the east side of the Auditorium, and enter through the last portico. Immediately following the Reception, at approximately 10:30 a.m., we will join those already assembled in the Auditorium for a rally, which will be about one hour in duration.

Please call Ms. Cindy Maneely, Federal Payroll Savings Bonds Office, by February 15, 1985 of your plans to attend and furnish her with the requested information. She can be reached at 634-5385.

I look forward to meeting with you on February 21st to launch this most important Federal effort.

Sincerely,

Margaret M. Heckler
Secretary of Health and Human Services
Chairwoman, Interagency Savings
Bonds Committee



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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